

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/178

31st March, 2020

VACANCIES ANNOUNCEMENT

On behalf of Kibaha Education Centre, Muhimbili University of Health and Allied Sciences (MUHAS), The Tanzania Civil Aviation Authority, (TCAA) and the Ardhi University (ARU) President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill **(10)** vacant posts mentioned below;-

1.0 KIBAHA EDUCATION CENTRE

Kibaha Education Centre is a multi-purpose educational institution situated in Pwani Region 40 kilometers (24 miles) West of Dar es Salaam along Morogoro Road. The Centre was started in 1963, sponsored by five countries – The then Tanganyika Government on one hand and the Government of the four Nordic Countries which are Denmark, Finland, Norway and Sweden. The Centre was known as the "Nordic Tanganyika Project" until 1970 when the four Nordic Countries handed over to Tanzania Government. The Nordic Tanganyika Project then became Kibaha Education Centre (KEC) as per Public Corporation Act, No.17 1969 as revised by Public Corporation Act, Cap 257 R.E 2002.

Main functions of the Centre are:-

- i. To provide health education and services in particular, curative, preventive and nutrition to the people in the Coast Region and their neighbors;
- ii. To train Medical Staff, Clinical Officers and Nurses;
- iii. To provide education services, pre-primary, primary and secondary education;
- iv. To provide agricultural development, including the provisions of academic and practical courses in agriculture and food production;
- v. To train surrounding population in public health and environmental hygiene;
- vi. To provide skills and knowledge to youth and adults for income generation in order to raise the standard of living of the Kibaha area people;
- vii. To provide animal demonstration farms and practical education to farmers and students of higher learning institutions; and
- viii. To publish and disseminate materials produced in connection with the work and functions of the Centre, including teaching manuals and materials and results of any research carried out by the Centre.

1.0.1 TEACHER II – 1 POST

1.0.2 QUALIFICATIONS AND EXPERIENCE

Certificate for Primary School Teachers Education Course from a recognized Teacher's training institution or its equivalent.

1.0.3 DUTIES AND RESPONSIBILITIES

- i. To prepare materials and lesson plans and implement activities for instruction;
- ii. To teach pupils as per subject assigned;
- iii. To observe and evaluate, pupils' academic performance, behavior and social development;
- iv. To mark students examinations;
- v. To assess the progress results of the pupils;
- vi. To keep and maintain pupils performance record; and
- vii. Performing any other duties related to his or her work as assigned by his or her Supervisor.

1.0.4 SALARY SCALE (PTSS 6)

1.05 EDUCATION OFFICER II (CHEMISTRY & PHYSICS) - 1 POST

1.0.6 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Education or any other field with one or more teaching subject (Chemistry and Physics) plus Post Graduate Diploma in Education from recognized University or Institute or equivalent qualifications.

1.0.7 DUTIES AND RESPONSIBILITIES

- i. To teach students as per subject assigned;
- ii. To be responsible for proper records of all examinations;
- iii. To arrange the preparation and moderation of examination papers;
- iv. To prepare and to have proper records of the students assessments;
- v. To supervise studies associations;
- vi. To prepare the action plans on the Academic year; and
- vii. To take care of the teaching equipment.

1.0.8 SALARY SCALE (PTSS 11)

1.0.9 SANITARY HAND II - 1 POST

1.0.10 QUALIFICATIONS AND EXPERIENCE

Certificate of Secondary School Education (Form IV).

1.0.11 DUTIES AND RESPONSIBILITIES

- i. To clear sewage lagoons;
- ii. To clean blocked sewage lines, toilets, kitchen sinks etc;
- iii. To order chemicals and disinfectants and sanitary equipment;
- iv. To administer proper use of chemicals and disinfectants;
- v. To report any damage or faults in the sanitary system to the authorities; and
- vi. To perform any other related duties to his or her work as may be assigned by Supervisor.

1.0.12 SALARY SCALE (POSS 2)

2.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS).

Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

2.0.1 TUTORIAL ASSISTANT – 5 POSTS

2.0.2 DUTIES AND RESPONSIBILITIES

- i. Understudying senior faculty by attending lectures, seminars, tutorials and practicals where applicable;
- ii. Study and acquire skills and knowledge in training, research and consultancy;
- iii. Assist in research and consultancy projects;
- iv. Develop training proposals conducted by Senior Faculty;
- v. Participate in curricular development;
- vi. Participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. Perform any other related assignments that may be assigned by supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

First Degree either in Medical Doctor (MD) or Bachelor of Pharmacy (BPharm) with a minimum GPA of 3.8 from a recognized reputable University.

2.0.4 AREA OF SPECIALIZATION IN DEPARTMENTS

Successful candidates shall work in the Departments within the following specializations;

- i. School of Medicine Departments of – Clinical Pharmacology, Ophthalmology, Otorhinolaryngology and Clinical Oncology and
- ii. School of Pharmacy – Pharmaceutics and Pharmacy Practice.

2.0.5 REMUNERATION

Salary Scale PUTS 1.1-1.3

3.0 THE TANZANIA CIVIL AVIATION AUTHORITY- (TCAA)

The Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania.

3.0.1 PUBLIC RELATIONS AND INFORMATION MANAGER - (1 Post)

3.0.2 REPORTS TO: Director General

3.0.3 BASIC FUNCTION: To liaise between the Public and the Authority.

3.0.4 DUTIES AND RESPONSIBILITIES

- i. To act as spokesperson of the Authority;
- ii. To publicize and promote the Authority by creating awareness through producing publicity materials;
- iii. To prepare and organize special events and functions where the Authority has interest;
- iv. To prepare key note addresses, speeches, press releases and talking notes for Director General during corporate events and press conferences;
- v. To liaise with the mass media in the publication of Public Relation related articles;
- vi. To respond to enquiries from the media and general public;
- vii. To monitor opinions and needs of stakeholders and report their concerns to the management;

- viii. To coordinate social responsibility activities; and
- ix. To perform any other related duties as may be assigned by Director General.

3.0.5 QUALIFICATIONS AND EXPERIENCE

Master of Public Relations and Mass Communication or Journalism, and a Bachelor Degree in either of the field above from a recognized University with an experience of eight (8) years of which two (2) years must be in a senior position.

3.0.6 SALARY: Within salary grade of TCAA SS. 12 (Fixed salary).

3.0.7 SPECIFIC CONDITIONS TO THE POST: Successful candidate will be appointed initially on one year probation period and thereafter if successful on unspecified period his/her contract will depend on his age.

3.0.8 LEGAL REQUIREMENT: Candidates are required to observe the TCAA Code of Conduct.

4.0 ARDHI UNIVERSITY - (ARU)

The Ardhi University was established under University Act No. 7 of 2005, and came into being after the signing of Ardhi University Charter by the President of United Republic of Tanzania, Jakaya Kikwete on 28 March 2007. The roots of Ardhi University can be traced back to pre-independence days when a Surveying Training School offering technician certificate courses in land surveying was established in Dar es Salaam.

In 1974, the name was changed to Ardhi Institute and its range of courses expanded to include building design and building economics. In the early 1980s, the public health engineering course (later renamed 'environmental engineering') was introduced. In 1996 the Ardhi Institute became a constituent college of the University of Dar es Salaam, and ten years later was granted autonomy as Ardhi University.

4.0.1 WORKSHOP INSTRUCTOR II -1

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To instruct students in Faculty/School Workshops under supervision;
- ii. To prepare materials for practical exercises;
- iii. To carry out consultancy and service jobs; and

- iv. To perform any other related duties as may be assigned by one's reporting officer.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science or Advanced Diploma in Civil Engineering from recognized institution with working experience of at least three years plus ICT skills.

5.0 GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. Overqualified candidates should not apply;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employer;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);

- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. **A signed application letter** should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xv. **Deadline for application is 13th April, 2020;**
- xvi. Only short listed candidates will be informed on a date for interview; and
- xvii. Presentation of forged certificates and other information will necessitate to legal action.

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**